

FARMINGTON CITY

Job Description

Title:	Recreation Coordinator/Supervisor	Code:	
Department:	Parks & Recreation	Revision Date:	09/13
Grade 14		Effective Date:	June 2014

GENERAL PURPOSE

A Recreation Coordinator/Supervisor performs responsible work related to planning, coordinating and conducting a variety of recreation programs such as adult and youth sports, contract classes, and athletic field allocations. Develops, coordinates and cooperates with other agencies to provide programs for all to enjoy and to enhance their physical, mental, and emotional well being through participation in organized activities.

SUPERVISION RECEIVED

Works under the direct supervision of the Parks and Recreation Director. May receive functional supervision from City Treasurer in matters related to accounting and cash management procedures.

SUPERVISION EXERCISED

This Recreation Coordinator/Supervisor supervises, schedules, trains and evaluates both seasonal and full-time staff members and both youth and adult volunteers.

ESSENTIAL FUNCTIONS

Initiates and coordinates the daily follow-up and implementation of activities as needed to assure timely delivery of scheduled events, service projects, classes, league play and programs; supervises the operation and activities of such programs as basketball, tennis, softball, football, arts & crafts, gymnastics, etc. Assists in planning and organizing recreation and leisure programs on a City wide basis. Multiple programs often run simultaneously.

Prepares and presents written and oral information to supervisors/managers, program participants, school officials and community groups regarding program services and events. Coordinates and evaluates various recreation programs with other agencies to establish cooperative efforts and facilitate services.

Develops program cost projects and recommends budgets; monitors program expenditures to assure compliance with established financial guidelines. Assists in maintaining records, reports and contracts concerning new or ongoing programs, registrations, fees collected. Reviews revenues and expenditures to fit within program guidelines.

Researches new techniques, procedures and standards in recreation and leisure service program activities.

Provides immediate supervision over recreation activities and seasonal, temporary or volunteer personnel; oversee coaches, activity specialists, site supervisors and officiators and conducts training as needed; may officiate or referee games to assist in the program.

Schedules leagues, programs and events, manages the annual and seasonal calendar to assure timeliness of program starting dates and conclusions; assures timely delivery of public notices and announcements as needed to afford target populations opportunity for participation.

Assists in public relations by finding volunteer workers and presenting new programs to the general public; conducts program registration; completes post-program evaluations to assure effectiveness.

Carries out publicity programs; utilizes various forms of media, notices, publications, flyers and brochures to promote city-wide interest and use of recreation facilities and program participation.

Controls use of equipment and facilities by signing out equipment. Coordinates or assists in appropriate preparation of facilities for program use. Recommends facility improvements or maintenance.

Provides effective customer service in a courteous and helpful manner. Handles complaints from coaches, participants, organizations, negotiates to achieve solutions which better the recreation and leisure service programs and services.

Prepares cost and revenue projections for specific programs and events. Identifies/evaluate vendor/consultant products or services. Obtains and reviews bids, quotes or proposals. Recommends selection of vendors for services.

Works a variety of hours as needed to handle programming areas, facilities and to provide service to customers.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with a bachelor's degree in recreation management (preferably from a NRPA accredited program), youth recreation leadership, physical education or some other related field;

OR

- B. An equivalent combination of education and/or 4 years experience in recreation program administration, physical education, teaching, coaching, or related experience and in developing recreation or leisure programs in municipal settings.

2. Knowledge, Skills, and Abilities:

Working knowledge of the methods and techniques of developing and operating recreation and leisure programs;. Knowledge of the basic principles and practices of recreation administration. Strong organizational skills and attention to detail. Computer skills and knowledge of Microsoft Office.

Ability to communicate effectively both verbally and in writing; to respond to inquiries in a timely manner; to handle multiple priorities and demands for programs and facilities; respond in a courteous and professional manner with both internal and external customers; plan, develop implementation; prepare and effectively present information; work independently and prioritize work assignments, strong organizational, supervisory, planning, programming and technology skills.

3. Special Qualifications:

Certification as a Leisure Professional (optional)
Must possess a valid driver's license.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, and lifting. Talking hearing and seeing essential to effective performance of essential functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thing and creative problem solving. Frequent local travel required in normal course of job performance.

HIRING POLICIES

Farmington City Corporation is an Equal Opportunity Employer. Farmington City will not base its hiring decisions on non-meritorious factors such as race, color, national origin, sex, religion, and race. Farmington City will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit to a physical examination to determine if he/she is able to perform job-related functions. Hiring is also conditioned upon submission to and successfully passing a blood and urine test to screen for the presence of drugs and alcohol.